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September 12, 2006

**WEST VIRGINIA BULLETIN NO:** WV360-6-13

**SUBJECT:** PER – CY-2006 Mandatory Ethics Training Requirement

**Purpose:** To inform West Virginia employees of Mandatory Ethics Training Requirement

**Expiration Date:** November 13, 2006

On June 15, 2006, an All Employee Memorandum, from Secretary Mike Johanns, expressed the Department of Agriculture's commitment to the highest ethical principles to maintain the public's trust. The memorandum reminded all USDA managers and employees of the need to be familiar with, and faithfully observe, applicable Ethics laws and regulations. We share the Secretary's commitment to maintaining high ethical standards and support the commitment to provide Ethics training to all employees in CY 2006.

All NRCS employees must complete 1 hour of Ethics training modules on AgLearn. This mandatory training requirement can be met by completing three of the Ethics training modules on AgLearn. This training must be completed by **November 13, 2006**. The Secretary's Memorandum expressed the importance of understanding the rules in seeking outside employment and post employment. The following two modules will be added to the AgLearn Learning Plan for all employees: Seeking Non-Federal Employment; and Basic Post-Employment Restrictions. You will be notified of the third required Ethics training course when it has been added to your plan by AgLearn. Please print out a certificate of your completion of this training and forward to Lonnie Williams, Human Resources Assistant.

Your attention to this matter would be greatly appreciated.

/s/

RONALD L. HILLIARD  
State Conservationist

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